

Align Performance Program

As central Human Resources recently announced, UCI is implementing the Align Performance Program as a replacement of the former Achieve program. DFA was given the opportunity to determine how the new program would be implemented and utilized by our non-represented staff members and are providing information on these decisions below.

Frequency and Timing of Check-Ins

Beginning in 2025, we will conduct **two check-ins per year**, which will occur during the months of **March and August**. Between check-ins, supervisors should also continue having regular 1:1 meetings with direct reporting staff, at least monthly, to ensure they have sufficient communications and guidance for success.

Key Deliverables: The “What”

In this new program, you will see a shift from the terminology of “goals” to a focus on “key deliverables.” Key deliverables are the important outcomes and results staff are expected to accomplish during a check-in period. These can range from primary job duties to special projects, or a combination of both, in order to successfully accomplish our [strategic and prioritized operations](#).

Staff and their supervisors should begin working together over the next several weeks to establish from one to three key deliverables within their assigned areas of focus. Please note this may include leaders cascading applicable, assigned deliverables to specific roles in support of divisional and/or departmental goals as part of DFA’s strategic plan. Staff members will next enter their key deliverables into the Align system in late October as a roadmap for focused work to be reviewed in the forthcoming check-ins in March and August.

Key Behaviors: The “How”

In addition to performing on key deliverables, we have selected the below three key performance behaviors to support [DFA’s mission, vision, values](#) and [strategic plan](#). Click [here](#) to view the definitions and the expected anchors for demonstrating these key behaviors or you may find these within the [UC Core Competencies](#) framework.

1. Communication
2. Continuous Improvement
3. Problem Solving

Additionally, all people leaders will be reviewed on these three foundational leadership expectations:

1. Establish Alignment and Direction
2. Engage Employees
3. Deliver Results

These expectations are covered in the [Leadership Success Program \(LSP\)](#), which is offered several times per year. Leaders who have not yet attended LSP are encouraged to enroll soon.

Training and Resources

The new Align Performance Program system will go live in late October. Between now and then, all non-represented staff and people leaders are highly encouraged to take the following next steps:

- Visit the [Align web page](#) for current information and FAQs.
- Register for [Setting Key Deliverables](#) training
- Watch/Review the system overview video (coming in October)

We are excited about the launch of Align and are committed to its success; therefore, emphasize the importance of all staff understanding key deliverables and behaviors needed, and ensuring that regular 1:1 meetings and check-ins with supervisors take place.

Please contact our DFA HR team at dfa-hr@uci.edu with any questions.

Sincerely,

Venee Raduziner

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